

**Mayor's Office on Asian and Pacific Islander Affairs
Community Interpretation Grant**



**Request for Application: # CG1000-08
Community Interpretation Grant**

**Date Issued: April 9, 2007
Pre- Application Meeting Date: April 17th, 2007
Applicant Inquire Period: April 9th – 18th, 2007
RFA Submission Deadline: April 24, 2007**

**Mayor's Office on Asian and Pacific Islander Affairs
441 4th Street NW Suite 805 South
Washington, DC 20001
www.apia.dc.gov**

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Section I – General Information

A. Overview

The Mayor's Office on Asian and Pacific Islander Affairs' (OAPIA) mission is to ensure that the full range of health, education, employment, and social services are available to the Asian and Pacific Islander (API) community in the District of Columbia. OAPIA advises the Mayor, the Council, and the District of Columbia government on the views, needs, and concerns of the District's fastest growing minority group.

OAPIA serves as an advocate within District government, ensuring the accessibility of government services to API residents of the city, many of whom do not speak English as their primary language and who have a limited ability or no ability to speak, read, and/or write English. In carrying out this mandate, OAPIA issues grants and contracts to service providers for projects to improve the accessibility of government services.

OAPIA received \$46,500 in funding from the Office on Human Rights (OHR) to be awarded competitively to community-based organization(s) to provide community interpretation training for DC government employees and community members. The purpose of this grant is to secure high quality training to support language minority communities in their efforts to receive adequate bilingual interpretation services. Such training is important to increase the capacity of District Agencies and community-based organizations in order to assist Limited English Proficient (LEP) residents and merchants in the District of Columbia in accessing government services in Chinese (Mandarin), Korean, Vietnamese, and Amharic. OAPIA will work closely with the Office on African Affairs to ensure the African community is appropriately addressed.

B. Grant Objective

The objective of the grant is to provide community interpretation training for a total of 18 DC government employees and community members to help Limited English Proficient (LEP) residents and merchants in the District of Columbia receive appropriate services in the Chinese (Mandarin), Korean, Vietnamese, and Amharic languages, according to the Language Access Act of 2004.

C. Target Population and Location

The entire program shall target no less than 18 individuals, from which a total of 12 will be bilingual DC government employees referred by OHR's Language Access Director and 6 will be community members identified by the OAPIA from qualified organization(s) who are bilingual. Of these 6 there shall be four community members that shall be trained in English/Vietnamese, English/Chinese (Mandarin), English/Korean, and English/Amharic. The location of the training must be within the District of Columbia.

D. Eligible Organizations

Applicants must meet all of the following conditions:

- Nonprofit – 501(c)3 status
- Located in the District of Columbia
- Serves Asian and Pacific Islander and/or African residents and/or merchants
- Demonstrates cultural understanding of Asian and Pacific Islander and/or African community
- Demonstrates capacity to work effectively with language minority populations
- Have previous experience working with DC Agencies will be preferred

E. Grant Awards and Amount

OAPIA expects to award \$11,625 per language: Chinese (Mandarin), Korean, Vietnamese and Amharic. Eligible organizations may apply for multiple languages.

F. Decision on Awards

OAPIA will use a review panel that will submit recommendations for funding. The final decision to award a grant to an applicant rests solely with OAPIA with consultation from the Office on African Affairs for Amharic. After reviewing the recommendations of the review panel and any other information considered relevant, OAPIA shall decide which applicants to award funds and the amounts to be funded. Awards are expected to be announced on May 1, 2007.

G. Award Period

The grant award period is from May 1, 2007 to September 30, 2007.

H. Application Submission Date, Time, and Location

Application must submit a total of **four (4)** applications, one (1) original and three (3) copies, in a sealed envelope or package. **Attachment C** should be affixed to the outside of each submission envelope or package.

Applications are due no later than **Tuesday, April 24, 2007 at 4:00 pm**. All applications will be recorded upon receipt. Applications received at or after Tuesday, April 24, 2007 at 4:00 pm will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of Tuesday, April 24, 2007 at 4:00 pm.

Email and/or facsimile submissions will not be accepted. Applications must be hand-delivered, mailed or delivered by Messenger/Courier Services to:

Mayor's Office on Asian and Pacific Islander Affairs

ATTN: Thanh Nguyen

441 4th Street, NW Suite 805 South

Washington, DC 20001

OAPIA is located in a secured building. Messenger/Courier Services should allocate sufficient time to meet security identification requirements, so applications are received by Tuesday, April 24, 2007 at 4:00 pm at the location below. Applications sent by the US Postal Service (USPS) must be postmarked by the USPS no later than Tuesday, April 24, 2007 at 4:00 pm to be considered for review.

I. Pre-Application Meeting and Applicant Inquiry Period for RFA

Pre-Application meeting will be held Tuesday, April 17, 2006, from 10:00 am – 11:30 am: 441 4th Street, NW Suite RM 1117 South, Washington, DC 20001.

Potential applicants are encouraged to attend the meeting. If the applicant is unable to attend the meeting, they are encouraged to email or fax their questions to the contact

person listed below on or before Wednesday, April 18, 2007. Questions submitted after the deadline date will not receive responses. OAPIA will post all questions and answers from the applicant inquiry period on its website.

J. Contact Person:

For further information, please contact:

Thanh Nguyen, Office on API Affairs

Tel: (202) 727-3120

Email: thanh.nguyen@dc.gov

Or

Kenyatta Albeny, Office on African Affairs

Tel: (202) 727-5634

Email: kenyatta.albeny@dc.gov

Section II – Proposal Format

The application is limited to **20 double-spaced pages**; 12-point type (New Times Roman or Courier) on 8 ½ x 11-inch white paper, single sided; and a minimum of 1-inch margins. Each page of the proposal should be numbered. The review panel will not review applications that do not conform to the above requirements.

A. Proposal Summary (1-2 pages)

This section of the application should be brief, highlighting the purpose of the training, targeted population, training objectives and outcomes.

B. Program Narrative (15-20 pages)

This section contains the details and describes the proposed training to be implemented. It should include but not limited to the following:

- Capacity of applicant (whether a single organization or collaboration of organizations) to provide the services, supervision, coordination necessary to implement the program, based on current and demonstrated work in the relevant area.

- How the organization qualifies instructors and equipment to perform the interpreter training. Please include curriculum if available.
- How the organization ensures cultural competency of interpreters' training to be offered.
- How the organization will train and/or develop a cadre of interpreters qualified to assist DC residents who are Limited English Proficient.
- How the organization measures/evaluates the success and impact of its training program, including input from the trainees and clients.
- Describe the organization's experience with interpreters' training.

C. Budget and Budget Justification (Attachment D)

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted for the languages under which the applicant is seeking funding. Up to 20% of funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, and the like). Program funds cannot be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds from other grant sources

Specific Budget Guidelines:

- Personnel: name, title, number of hours, hourly rate, annual salary, percentage of time. Role and responsibilities in the proposed program.
- Fringe Benefits: percentage and total dollar amount based on listed program positions. Description of the costs included in the fringe benefits.
- Non-Personnel:
- List expenditure item; purpose of the line item as related to the program
- Unit cost and number of units
- Total cost per expenditure (unit cost times the number of units)

Budget Narrative/Justification:

This section describes the proposed expenditures, including purpose or reason for the expenditure (personnel and non personnel) and calculation of costs.

D. Staffing Plan (See Attachment E)

This section should contain the staff assigned or hired for the program, staff positions and percent (%) of time on the program. If the position is not filled, a start date as to when the position will be filled should be supplied. Please include the name of all the trainers and languages.

E. Work Plan (Attachment F)

Using Attachment G, list the program objectives and related activities, program outcomes and outputs, timeline for implementation and completion, and responsible staff.

F. Appendices

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2005 and year-to-date.
- Nonprofit corporation status – copy of IRS ruling
- Organizational and program charts
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available, e.g. satisfaction surveys; job placements

Section III – Review and Scoring of Applications

A. Review Panel

The RFA review panel is composed of neutral, qualified individuals selected for their experiences with interpretation training, cultural competency, and program implementation. Panel member responsibilities include: reviewing and scoring each applicant's proposal and submitting recommendations for awards based on the scoring process.

B. Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

Criterion A: Technical Soundness of the Proposal **25 points**

1. The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program. **(15 points)**
2. The description of the program implementation including the work plan is realistic based on the proposed time requirements. **(10 points)**

Criterion B: Program Goals, Objectives and Activities **25 points**

Program objectives are defined, measurable and time specific and support for each of the program goals, including evaluation process goals, objectives and program outcomes.

1. Objective tasks/activities include responsible agency/organization and responsible person or staff position. **(10 points)**
2. Work plan details objectives and related activities, program outcomes, estimated timeline, milestones and agency responsible. **(10 points)**
3. Description of program monitoring and evaluation **(5 points)**

Criterion C: Organizational Capability and Relevant Experience **35 points**

1. Applicant demonstrates qualifications and past experiences to provide interpreters training in serving the target population. **(15 points)**

2. Applicant demonstrates sufficient staffing for proposed services and its cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the diversity among its staff. **(10 points)**
3. Applicant demonstrates an established organizational structure and its ability to administer the proposed services or program through the submission of operational and programmatic organizational charts including names of persons in key positions. Resumes and/or position descriptions for key program staff should be included as an attachment. **(10 points)**

Criterion D: Sound Fiscal Management and Budget

15 points

1. Applicant demonstrates sound fiscal management through a description of proposed program fiscal management including grant budget monitoring and disbursement of grant funds. **(5 points)**
2. Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives. **(10 points)**

Section IV – Program and Administrative Requirements

A. Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

C. Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

D. Nondiscrimination in the A Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Office on Asian and Pacific Islander Community Interpretation Grant funds.

Section V – Attachments

- **Attachment A – Certifications**
- **Attachment B – Assurances**
- **Attachment C – Applicant Profile**
- **Attachment D – Budget Summary**
- **Attachment E – Staffing Plan**
- **Attachment F – Work Plan**